

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CORRECTIONAL TRANSPORTATION OFFICER –
Truck Driver

SALARY GROUP: A14

DEPARTMENT: Transportation and Supply

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: C.F. Hazlewood Jr. DATE: 06/20/2013

POSITION #: 024381

I. JOB SUMMARY

Performs moderately complex work in transportation and warehousing activities. Work involves the transportation, storage, and delivery of materials, supplies, and equipment; and providing custody for and training and supervising offender workers. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Operates and coordinates the operation of commercial vehicles in the transportation and delivery of materials, supplies, and equipment; and performs and oversees the performance of operator preparation, service, and maintenance of vehicles and equipment and reports malfunctions.
 - B. Ensures the safe and secure storage of cargo; reviews and verifies inventory and shipping documents and reports damages or shortages; and exercises vigilance to prevent theft, damage, and attempted escapes during loading, unloading, and transporting materials, supplies, and equipment.
 - C. Ensures the required paperwork is present and in order according to the regulations of interstate transport; and prepares and maintains records and reports of activities.
 - D. Provides supervision, instruction and training to offenders in the methods and procedures for safely loading, transporting, distributing goods, and the required records and reports.
 - E. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Experience in warehouse operations, inventory and stock control, and supply methods and procedures preferred.
3. Experience in the operation and maintenance of tractor-trailer rigs preferred.
4. Experience in correctional custody or law enforcement preferred.
5. Valid Class A Commercial Driver's License (CDL).
6. Valid CDL Medical Examiner's certification statement issued within the last two years.
7. Successful completion of the current Texas Department of Criminal Justice freight transportation road test within the past twelve months.

Must maintain valid license and certification for continued employment in position.

B. Knowledge and Skills

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of correctional rules and regulations preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill in the operation of Class A vehicles.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill in problem-solving techniques.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to communicate ideas and instructions clearly and concisely.

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- 9. Skill to prepare and maintain accurate records, files, and reports.
- 10. Skill to operate tractor-trailer rigs and related equipment.
- 11. Skill to train and supervise offenders.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, constant noise, fumes, smoke or gases, dust, grease, and oils, slippery or uneven walking surfaces, working on ladders or scaffolding, vibration, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include calculator, copier, fork lift, truck, bobtail truck, tractor, trailer, lift gate, telephone, and automobile.